



**Town of Arlington, Massachusetts**  
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## **ITAC Minutes 04/05/2005**

### **Minutes Information Technology Advisory Committee April 5, 2005**

Members in Attendance (shown by \*):

\*Dan Dunn  
\*Steve Meister  
\*Annie LaCourt  
Thomas Scotto  
Paul Berg, Cable Advisory Committee designee  
\*Ruth Lewis, Comptroller  
Steve Mazzola, Director of Technology, Schools  
\*Rob Addelson, Chief Financial Officer, Schools  
Corinne Rainville, Town Clerk  
\*Nancy Galkowski (for Brian Sullivan, Town Manager)  
Bob Greeley, Director of Assessments  
Joe Miksis, Director of Data Processing  
Fred Fantini (for John Bilafer, Town Treasurer)  
\*Alan Jones, Finance Committee and Capital Planning Committee designee  
Vacancy

The meeting opened at 6 PM.

#### **Approval of Minutes**

March 17, 2005

***VOTED: On a motion by Dan Dunn, seconded by Rob Addelson the minutes of March 17, 2005 were unanimously approved.***

#### **Website Subcommittee**

Dan Dunn reported on the status of the website survey. To date approximately 100 people have responded to the survey.

Committee members reviewed the results to date to prepare for the public hearing on Wednesday, April 6, 2005 in the School Committee Room from 7 – 9 PM.

#### **Outline of Public Hearing:**

Dan Dunn would preside over the hearing.

1. Introduction and history of ITAC
2. 4 questions we wish to explore – the first two are subject of this public hearing
  - i. What do we have?
  - ii. What do we need?
  - iii. How are we doing it?
  - iv. How should we be doing it?
3. Highlights of the survey to date

Some of the areas to highlight were:

- The timeliness of the information – static – for example - no notification of when the parking ban was lifted after a snow storm.
- Request for information on "Welcome to Arlington" for new residents
- Ability to view restaurant inspection reports, download maps, download application forms, fill out annual census or fill out Vision 2020 survey.

- Payment of water bills and excise taxes on-line
  - Clearer, more logical links
  - Sign up for available meeting space
  - A large percent of the users access the site through their workplace.
4. Conclusion and Thank you.

The committee discussed other areas that needed to be explored such as an internal survey of the employees, a Webmaster, a community calendar, what should be on the official site and what should be linked, and information on how the residents of Arlington connect to the site.

#### **Report to Town Meeting**

An outline for the report to Town Meeting was presented by N. Galkowski. This will be discussed at the next meeting of the committee

#### **Next Meeting**

The next meeting is scheduled on April 6, 2005 for the Web Site Public Hearing. There will also be a regular monthly meeting on April 21, 2005 at 6 PM.

The meeting adjourned at 7:30 PM.